



**MINUTES**  
**Workforce Connection**  
of Central New Mexico  
**Executive Committee**  
Thursday, May 1, 2008  
7:30 am  
MRCOG, 809 Copper NW - Board Room

**Call to Order** – 7:45 am – Bob Davey

**Roll Call** – by Dewey Cave

**Present**

Ken Carson  
Bob Davey  
Judy LeJeune  
Rita Logan  
Virginia Murphy  
Mike Swisher

**Quorum Established**

**Excused**

Mayor Patricia Chavez  
Mary Lee Martin  
Carol Sanchez  
John Sapien

**Approval of Thursday, May 1, 2008 Agenda**

**Motion:** Rita Logan  
**Second:** Judy LeJeune  
**No Discussion**  
**Action:** Passed unanimously by voice vote

**Tab 1: Approval of Minutes, Executive Committee: April 3, 2008**

**Motion:** Rita Logan  
**Second:** Ken Carson  
**No Discussion**  
**Action:** Passed unanimously by voice vote

## **Tab 2: Monthly Expenditure Report for March 2008 - by Jan Borchardt**

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure report for April 2008.
- The Department of Workforce Solutions' billings were received for the first quarter, but there were some issues regarding personnel charges.
- As of April 30, 2008, the budget is at about a 75 percent expenditure rate.

### **Questions and Comments Followed**

## **FINAL ACTION ITEMS**

**There were three action items to discuss and vote on – All were passed unanimously by voice vote.**

### **Passed by voice vote**

- Acceptance of PY06 Audit Report
- Approval of Amendment to WFCP-04-07, WCCNM ITA Policy
- Approval of PY08/FY09 Program Recommendations

## **Tab 3: Acceptance of PY06 Audit Report- Background and Introduction by Jan Borchardt**

- Ms. Borchardt presented a draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2007.
- The audit is required on an annual basis by the New Mexico State Auditor and the Single Audit Act.
- The report was submitted to the Office of the State Auditor on December 1, 2007 and was accepted by the State Auditor on April 14, 2008.
- There were no major audit findings for PY06, but two findings were noted and discussed as carried over from previous years' audits.
- Measures were taken to address the findings and follow-up procedures were instituted.
- Ms. Borchardt noted that audit firm Hinkle & Landers, P.C. has been conducting the WIA audit for the last five years and that PY07 will be their last audit.
- Bob Davey congratulated the providers and all involved.

### **No Discussion**

**Motion to approve: Judy LeJeune**

**Second: Mike Swisher**

**No Discussion**

**Action: Passed unanimously by voice vote**

## **Tab 4: Approval of Amendment to WFCP-04-07, WCCNM ITA Policy - Background and Introduction by Jerilynn Sans**

- Jerilynn Sans presented the amendments to the WCCNM Individual Training Account (ITA) Policy.
- The policy will include ITA amount reduction from five thousand dollars (\$5,000) to two thousand, five hundred dollars (\$2,500), and will only be issued for first and second tier occupations in demand, as established by the Board.

- Policy regarding the issuance of ITAs ensures that the investment made in training best serves the employer, individuals and the economy of central New Mexico.
- Due to recent federal rescissions, further reductions in funding allocations, and decreased carry-in funds, and amendment to the approved ITA policy was recommended by the WCCNM Executive Committee.

**No Discussion**

**Motion to approve: Ken Carson**

**Second: Judy LeJeune**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 5: Approval of PY08/FY09 Program Recommendations - Background and Introduction by Dewey Cave**

- Bob Davey discussed short term and long term goals of the WIA program in the midst of current and future budget reductions.
- An Executive Ad Hoc Committee met twice to discuss the WIA program and impacts of the budget reduction.
- Dewey Cave noted PY07 reductions and presented the PY08/FY09 Program Recommendations to the Board.
- Items taken into consideration as recommendations are established are the rescission, reduction in projected carry-in, PY08/FY09 funding, and changes in participant level services.
- The number of Business and Career Centers (BCC) is projected to be reduced from four (4) to three (3) with continued itinerant services provided in Torrance County.
- Members were concerned with office relocations and closures.
- Mr. Cave stated the importance of leveraging current funds and soliciting employer participation.
- If needed, the budget can be redirected at mid-year to prepare for the following fiscal year.
- Judy LeJeune requested a comparison of travel reimbursement fees and figures with costs associated from purchasing vehicles.
- Members discussed partner staff caseload, services offered by the Adult/Dislocated Worker and Youth Provider and the importance of cross-training.
- A budget will be put together reflecting discussed recommendations.

**Questions and Comments Followed**

**Motion to approve: Ken Carson**

**Second: Judy LeJeune**

**Further Discussion**

**Action: Passed unanimously by voice vote**

## INFORMATION AND DISCUSSION ITEMS

**Tab 6. WIA Status Updates – by Dewey Cave**

- Mr. Cave reported that BCC construction is scheduled to begin in June and furniture and equipment have been ordered.

## Further Discussion

### REPORTS

#### Administrative Reports

- None.

#### Committee Reports-

- **Youth Council**
  - None.
- **Performance and Monitoring**
  - None.
- **Training and Service Provider**
  - None.

### PUBLIC COMMENT

#### Public Comments

- None.

### ADJOURNMENT

**Adjournment** – 8:55 am

#### Next Meeting-

**Date:** Thursday, June 5, 2008  
**Time:** 7:30 am  
**Location:** Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:  
809 Copper NW, Albuquerque, NM 87102*